

Washington County

Job Description



Title:	Library Courier	Code:	
Division:	County Library System	Effective Date:	05/10
Department:	County Library System	Last Revised:	

GENERAL PURPOSE

Ensures quick and efficient delivery of supplies, inter-office mail, and library materials being transferred between library locations. Some sorting may be required.

SUPERVISION RECEIVED

Works under the close supervision of the Library Director and/or a Branch Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Loads delivery bins and other items into truck; sorts bins as they are picked up during the route to facilitate prompt delivery to appropriate destination; delivers office and other supplies as needed; operates County vehicle to transport materials; performs simple, routine maintenance checks of vehicle; coordinates with Library Director to facilitate major repairs to vehicle.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

No experience necessary.

2. Required Knowledge, Skills, and Abilities:

Knowledge of Utah traffic laws; defensive driving techniques; safe driving principles and practices; vehicle maintenance and operation; streets and freeways in Washington County; library locations; and library terminology and procedures.

Possess problem-solving and communication skills; detail oriented; manual dexterity, good sense of direction; and safe loading and unloading techniques.

Ability to operate a motor vehicle safely and effectively; operate a hand truck; sort library materials quickly and accurately; work independently; drive safely in all weather and road conditions; maintain professional relationship with fellow employees, subordinates, and patrons; understand both written and oral instructions; communicate effectively verbally and in writing.

3. Physical Requirements:

Able to bend, stoop, reach, and stand, walk, or sit for extended periods of time; regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds; perform repetitive motions; and push or pull loaded hand trucks.

4. Special Qualifications:

Possess or have the ability to obtain a valid Utah Driver License at the time of hire; possess and maintain a safe driving record.

5. Work Environment:

May be required to work some nights and alternating weekends.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner on freeways and residential streets and subjects driver to seasonal weather conditions and possible adverse road conditions and hazards. The incumbent is required to possess the ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations. Tasks require a variety of physical activities involving muscular strain such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing are necessary to the performance of duties. Need for common eye, hand, finger, leg, and foot dexterity exists. Mental application utilizes memory for details, verbal instructions, discriminating thinking, and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)